

CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

January 17, 2001 - 3:00 p.m.

***University of California Building
550 E. Shaw, Suite 215
Fresno, CA***

Agenda Item No. 1

Recommendation

Approve Commission Minutes-January 3, 2001*

Minutes:

Present: Executive Director Steve Gordon, Chair Bob Waterston, Vice Chair Mary Dean, Commissioners Marion Karian, Oscar Sablan, Roseanne Lascano, Luisa Medina and Gary Carozza.

Absent: Kathleen McIntyre, excused.

A quorum was established and Commissioner Dean called the meeting to order at 3:04 p.m.

1. Approve Commission Minutes – January 3, 2001

Commissioner Carozza made the motion to approve the minutes. Commissioner Medina addressed the need for a correction to be made in the minutes under Agenda Item No. 7. Public Comment in which there is reference to comments made by Mr. Roger Palomino. Commissioner Medina noted that Mr. Palomino's comments were of a positive nature and that he spoke complimentary of the process. He offered suggestions for future funding and spoke positively on the wide array of services that were funded in this round. Commissioner Dean noted that the minutes should state that Mr. Palomino is the Director of EOC and not just from EOC, as was written. Commissioner Medina then addressed the need for a correction in the next paragraph, in which there is reference to comments and questions made by Patty Scroggins from West Hills College. She indicated that Patty Scroggins as well as Kathy Barabe, both spoke to the Commission about new money and matching funds for child care that are currently available for a limited time from the State Department of Education. They asked that the Commission look at this opportunity and consider it for funding.

Mr. Gordon brought attention to the need for a correction under Agenda Item 2. "Commission Disclosure on Conflict of Interest". He indicated that he had been informed by Counsel that the minutes must reflect a full and complete disclosure on record made by each Commissioner prior to a vote. The minutes do not reflect the disclosures that were made. He indicated that under normal circumstances, the given disclosures could be obtained from the tape recording

of the meeting. However, due to the high attendance and the size of the room in which the meeting took place, the tape recording was not clear. He then asked the Commissioners to recall the disclosures that they made. Each Commissioner then disclosed the following conflicts:

Commissioner Karian	-	Exceptional Parents Unlimited
Commissioner Montana	-	No conflict of interest to declare
Commissioner Lascano	-	Sanger Unified School District
Commissioner Dean	-	Valley Children's Hospital
Commissioner Medina	-	No conflict of interest to declare
Commissioner McIntyre	-	CSN and Mendota Unified School District
Commissioner Carozza	-	San Joaquin Valley Health Consortium, Valley Children's Hospital, Blind Babies Fresno Unified School District, Marjaree Mason, Mendota Unified and Spirit of Woman.

Commissioner Carozza noted that there was a public statement made during the last meeting regarding County schools and the deadline for filing an appeal. County schools claimed that they did not file an appeal because their offices were not open for business during winter break. Commissioner Carozza indicated that the minutes be corrected to include this statement and that it should be reflected on the record that the County schools requested special consideration in this matter. The Commission denied their request because although the offices were closed, they had previously been made aware of the time frame involved and the last date to file an appeal.

Juliana Gmur, representing County Counsel, indicated that under Agenda Item No. 7 a correction be made to reflect verbatim a clarification regarding the issue of signatory authorization addressed by Ms. Perez. The statement made by Ms. Perez was the following:

In response to the question of whether or not an individual who was a grant writer, who was signing a grant for non profit funds was actually binding the agency and asking for the grant fund money. My initial response was that if we were not asking for that signature, then generally not. However, under general agency law, if someone is being asked, and empowered to do something for someone, a principal, in order to do business, that individual has authority either expressed or implied by virtue of the relationship of these parties, that individual has authority to bind, and actually does bind that agency.

Commissioner Carozza made a motion to approve the minutes with the above mentioned corrections. Commissioner Medina seconded the motion. The motion was carried by a unanimous vote.

2. Introduce Commission Staff

Executive Director Steve Gordon presented the Commission staff. Mr. Gordon stated that after several months, he was pleased to announce that the infrastructure was finally in place.

He asked each staff member to introduce themselves, state their position and briefly share their background. The Commission Staff is composed of the following individuals:

Kendra Rogers	-	Program Operations Coordinator
Henry Avery	-	Accountant
George Petersen	-	Program Specialist
Christina Ledesma	-	Program Specialist
Carmen T. Mendoza	-	Program Evaluation Analyst
Jennifer Rogers	-	Secretary

Vice Chair Mary Dean introduced the newly appointed Chairperson, Commissioner Bob Waterston. Commissioner Waterston expressed that he was glad to be a part of this Commission since it is very dear to his heart. He stated that he believes it is a good program and that it has good people backing it up. He believes we will all work hard and make a lot of good things happen.

3. Approve funding recommendations of the two successfully appealed projects

Executive Director Steve Gordon stated that the Commission staff met with the two projects that successfully appealed and that they have come to an agreement as to what they thought was fair in regards to funding recommendations. Mr. Gordon asked the Commission to approve funding for San Joaquin Valley Health Consortium. The funding recommendation is a maximum award of \$1,284,248.00. He indicated that they had originally requested \$1,698,359.00 for the setting up of an Immunization Registry in the County of Fresno.

Commissioner Carozza stated a conflict of interest on the record. Commissioner Dean asked Mary Wallace to explain what the reduction of funding does to the program that was presented to the Commission. Mary Wallace responded that it reduces the amount of expense that they thought they would be incurring. She went on to explain that three areas listed in the proposal received cuts. The areas are expenses incurred for a yearly audit, yearly personnel raises and a program for smoking prevention and cessation. Commissioner Lascano asked Mary Wallace to explain what is meant by the reduction in the cost of an audit. Mary Wallace responded that in the proposal they had initially asked for \$8,000.00 per year towards their yearly audit expenses. However, after meeting with Commission staff they were only able to justify the amount of \$4,000.00 per year towards their audit. This amount would cover audit expenses related only to this program. Commissioner Sablan asked if this is a three year project. Mary Wallace responded that it is. Commissioner Lascano motioned to approve the recommendation for funding. Commissioner Medina seconded the motion. Commissioner Carozza abstained from voting. The motion was carried by a unanimous vote.

Mr. Gordon then asked the Commission to approve funding for Centro La Familia Advocacy Services. The funding recommendation is a maximum award of \$923,668.00. He indicated that they had originally requested \$1,154,583.00 to set up a unique and innovative

“Promotora” project program named “Abuelitas y Mamacitas” working in rural areas throughout the County of Fresno.

Commissioner Dean asked what the reduction of funding will do to the program. Margarita Rocha, Director of Centro La Familia responded that initially they planed for three sites in relation to this program but due to the reduction in funding they have reduced their sites to two.

Commissioner Carozza motioned to approve the recommendation for funding. Commissioner Medina seconded the motion. The motion was carried by a unanimous vote.

4. Discuss and give direction on CFCFC’s Evaluation Plan

Executive Director Steve Gordon addressed the importance of moving forward quickly with an Evaluation Plan and having it in place. He stated that the Commission had previously requested a discussion on evaluation and therefore, Dr. Barbara Aved, who has been working with the Commission as a Consultant, would present an instructive overlay of the evaluation process. Dr. Aved gave a State perspective as well as an overall perspective on evaluation. In addition, Carmen T. Mendoza, Staff Evaluation Specialist presented an overview of the evaluation process at a local level. The key points addressed were the following: an explanation of why we do evaluation, what the State will be requiring from us, what other counties are doing in their evaluation process, evaluation options and different models, a scope of what we need to look for in terms of who we will work with, evaluation timelines and the potential cost of evaluation. The Commission gave Mr. Gordon direction to present recommendations for an Evaluation RFQ or RFP with a scope of work to be presented at the March meeting.

5. Discuss and give direction on future funding

Executive Director Steve Gordon gave an overview of the “Lessons Learned” during the first round funding and indicated that a total dollar amount of \$13,799,682.00 had been awarded. Mr. Gordon expressed that there were several lessons learned through the process of the first round that will enable us to do things a little differently in the future. He indicated that now we must look towards future funding. He stated that he would like to present five million dollars for an “Institute Piece” and another five million dollars allocated towards a second round of funding, bringing the total amount of funding to approximately thirty million for the first year. Mr. Gordon addressed the issue of a proposal submitted by West Hills College for Day Care facilities that did not receive funding in this round. However, had the proposal been funded, it would have given West Hills the opportunity to qualify for “Infant/Toddler Funds” from the State of California that are available as “matching funds” for day care slots. The availability of funds is for a limited time and they will not become available again for at least five years. Mr. Gordon expressed that it should be the prerogative of the Commission to have funds available for situations such as this. Commissioner Medina recommended that West Hills College develop a proposal for Mr. Gordon to present to the Commission to further

pursue the possibilities of future funding. Further direction was given that Mr. Gordon present his recommendations for funding for the remainder of this year at the next Commission meeting.

Vicki Hoyle, Special Projects Coordinator of FCEOC and Shirley Sanchez, Director of West Fresno Crisis Center requested clarification and assistance in understanding what areas of their proposals need improvement. Mr. Gordon stated that in all fairness he could not provide that assistance to them, since if it is provided for one project, it should be made available to everyone. However, after some discussion the Commission directed Mr. Gordon to meet with these two projects as requested.

6. Discuss and approve the selection of a Secretary-Treasurer

Executive Director Steve Gordon explained the necessity of selecting a Secretary-Treasurer for the Commission. At this point, the Commission Chair and Vice Chair are the only two authorized signers of checks. Recently, this presented a problem when both of the signers were out of town. There were checks held for two weeks due to the lack of an additional signature. Mr. Gordon indicated that there are practical and specific reasons to fill the position of Secretary-Treasurer. Furthermore, it is passed in the by-laws that there be a Secretary-Treasurer position. The Secretary-Treasurer would serve as an additional signer of checks and serve for minute orders as well. Mr. Gordon requested that this position be filled.

Commissioner Karian recommended Commissioner Lascano for the position. Commissioner Dean asked Commissioner Lascano if she was in agreement with this recommendation. Commissioner Lascano agreed. Commissioner Dean asked if there was a nomination for the position of Secretary-Treasurer. Commissioner Carozza nominated Commissioner Lascano for the position but asked if there was back up documentation to support that action. After much discussion, Mr. Gordon agreed to re-submit the agenda item with back-up documentation.

7. Discuss and approve the setting up of a new bank account

Executive Director Steve Gordon presented the necessity to open a new bank account at Wells Fargo Bank for the transfer of provider funds from the County Trust Fund. Mr. Gordon introduced John Chessum from the CPA firm to further explain the recommendation. Mr. Chessum stated that currently the Commission has two existing accounts, the "Trust Fund" account with the County of Fresno and the "Operations" account with Wells Fargo Bank. The purpose of the new account is to directly transfer funds from the Commission bank account to service providers. There was discussion about the Policies and Procedures for the new account and it was determined they be presented for approval at the next Commission meeting with the proper supporting documentation. At this time, the recommendation is solely to approve the opening of said account. Commissioner Carozza made a motion to approve the opening of an account for the transfer of non-operational funds for service providers. Commissioner Lascano seconded the motion. The motion was carried by a unanimous vote.

8. Future Agenda Items

- Approval of Grants, Policies and Procedures
- Approval of procedures for new bank account
- Nomination and selection of a Secretary-Treasurer
- Financial Status Report
- Future Funding

9. Public Comment

Shirley Sanchez, Director of the West Fresno Crisis Center expressed to the Commission that the CFCFC Staff is wonderful and she has enjoyed working with them.

Margarita Rocha, Director of Centro La Familia Advocacy Services expressed her gratitude to the Commission and their Staff for approving their project for funding.

Mary Wallace, Director of the San Joaquin Valley Health Consortium expressed her gratitude to the Commission and their Staff for approving their project for funding.

Adjournment

Commissioner Medina made a motion to adjourn at 5:35 p.m. Commissioner Carozza seconded the motion. The motion was carried by a unanimous vote.